HEADQUARTERS FIRST ARMY

FAMILY READINESS LIAISON TRAINING

"Keeping Families and Family Readiness Groups Strong!"

First U.S. Army developed two subordinate multi-component headquarters –
one division to support the eastern United States
and the other to support the western United States

First Army Division East
Fort Meade, MD

First Army Division West
Fort Hood, TX

Training Objectives

- What is Family Readiness?
- Define Family Readiness Liaisons (FRLs)
- Define brigade FRL roles and responsibilities
- Identify the brigade key Family readiness personnel
- Identify available online training courses and requirements to meet the mission

What is Family Readiness?

Department of Defense

- **Family Readiness is an important program with the Department of Defense. Quality of life and Family matters are priority for the Secretary and the services. The Department's ability to assist service members and their Families prepare for separations during short and long term deployments is paramount to sustaining mission capabilities and mission readiness**

- **The Reserve components have worked closely with their parent services to develop seamless, integrated Family readiness and support programs that provide information and services to all members, regardless of the parent service or component of the member-Active, Guard or Reserve**

- **The Family Readiness Group (FRG) mission is to act as an extension of the brigade by providing official and accurate command information, supporting Families, advocating for more efficient use of available community resources and helping Families solve problems at the lowest level**

Who are Family Readiness Liaisons?

- **Family Readiness Unit Liaison. An official command-sponsored individual, who provides liaison between Service members and their Families and the command, promoting a culture of mutual support and communication. Reference DoDI 1342.22, Glossary, page 30, July 3, 2012**

- **During the November 2012 Family Leadership Conference, senior Family Readiness Group (FRG) advisers recommended to the First Army Commanding General that each brigade appoint an FRL to assist in FRG operations. The FRG is under the umbrella of Family Readiness Program**

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- **FRLs are military personnel (E-7 or above) that assist unit Family members in organizing and sustaining the brigades. A few duty examples are:**

  - ✓ **Work with, and under supervision of the Brigade commander to organize, implement, and sustain the unit's Family Readiness Program and FRG**

  - ✓ **Partner with the unit's civilian volunteer FRG leader to ensure effective and efficient management of the program**

First Army FRL Duties

- **Attendance required:**
  - **Brigade Commander FRG meetings and steering committee meetings**
- **Assigned duty:**
  - **Reference FORSCOM Executive Summary, serve as point of contact of Brigade Family Readiness Program (Army Family Team Building, Army Family Action Plan, Family Readiness Group, Financial Readiness, Employment Readiness, Family Advocacy, etc)**
- **Provide logistic and administrative support:**
  - **Assist in planning and executing Family Day events per AR 600-20**
  - **Compile newsletter articles**
  - **Coordinate with fellow Brigade FRLs**
  - **Record FRG issues and forward unresolved issues to Division E/W Family Readiness Coordinators**
  - **Ensure volunteers have a space to work as outlined in AR 608-1, Army Community Service Center**
  - **Attend community and FRSA meetings to obtain ideas**
  - **Update FRG rosters and assist volunteers with registering/recording hours in VMIS monthly**
  - **Serve as informal funds custodian in the absence of an appointed volunteer treasurer.**

Key Family Readiness Personnel

- Brigade Commander and Command Sergeant Major. Appoints Family Readiness Liaison (FRL)
- Brigade Senior FRG Adviser – Advises the FRG and must have a volunteer job description. Leadership at this level focuses mainly on policy issues and overall readiness of command
- Battalion FRG Adviser – Serve on the FRG steering committee, which is comprised of the battalion commander, command sergeant major, Brigade senior FRG adviser, all battalion FRG leaders
- FRG Treasurer - Manages the FRG informal fund, must be designated in writing with the commander's signature
- Division Family Program Managers – Experienced staff to assist with advising
- FRG Leader Volunteer – A member of unit FRG leadership and must have a volunteer job description
- FRL – Military paid staff with oversight of Brigade Family Readiness and FRG. Appointed by the commander and
  must be an officer or non-commissioned Officer
- Army Community Service (ACS). The program managers can help you get the assistance you need in Family Readiness and Family Support. Provides command briefings within 60 days of assuming command
- Casualty Response (CARE) Team Captain – Advocate for Family support dealing with tragedy issues
- Chaplain – Advocate for Strong Bond, grief counseling and suicide prevention
- Volunteer – This can be anyone who can offer assistance working for Family Readiness
- Community leaders- Anyone that can assist in your Family Readiness mission

Family Readiness Liaison Required Training

Army One Source is a web based source for information about programs, services and opportunities available for the entire Army Family. FRL required on-line training is available at www.armyonesource.com. This website was created by the U.S. Army consolidating a variety of benefit-related information in one location that is available 24 hours/7days a week. FRLs must register on the website before accessing training modules.

- **FRLs WILL COMPLETE ONLINE TRAINING:**
  - **FRG Leader Training**
  - **Army Family Team Building (AFTB) Level K and G**
  - **Volunteer Management Information (VMIS) training for OPOCs**
  - **Mentor Training**
  - **Military One Source website (review)**
- **DIVISIONS E/W LEVEL BRIEFINGS:**
  - **Organizational Structure, Purpose, & Intent**
  - **Assigned Duties**
  - **First Army 101 and 102 Spouses Presentations**
  - **Division Family Readiness Orientation**
  - **Handout: FORSCOM Family Readiness Executive Order published 17 January 2013**
- **ADDITIONALLY, CAN COORDINATE WITH ACS FOR SCHEDULED COURSES/OVERVIEW:**
  - **Casualty Response (CARE) Team Training I**
  - **FRG Organization**
  - **AFTB Level K and G**
  - **FRG Leader Training**

Other Recommended Training

- **Coordinate with ACS for mandatory and quality of life training:**

  - **Family Advocacy Training (required for all Soldiers per AR 608-18). The Family Advocacy Program focuses on spouse & child abuse prevention through education & support programs, including: reporting/crisis intervention, victim advocate, spouse abuse, safety education, support groups and parenting education and education for professionals**

  - **Financial Readiness 101. Soldiers and DA civilians are required to maintain security clearances and financial stability**

  - **Exceptional Family Member Program. Families who arrive at the brigade and are currently enrolled in the program need to contact the closet Military installation ACS EFMP Coordinator**

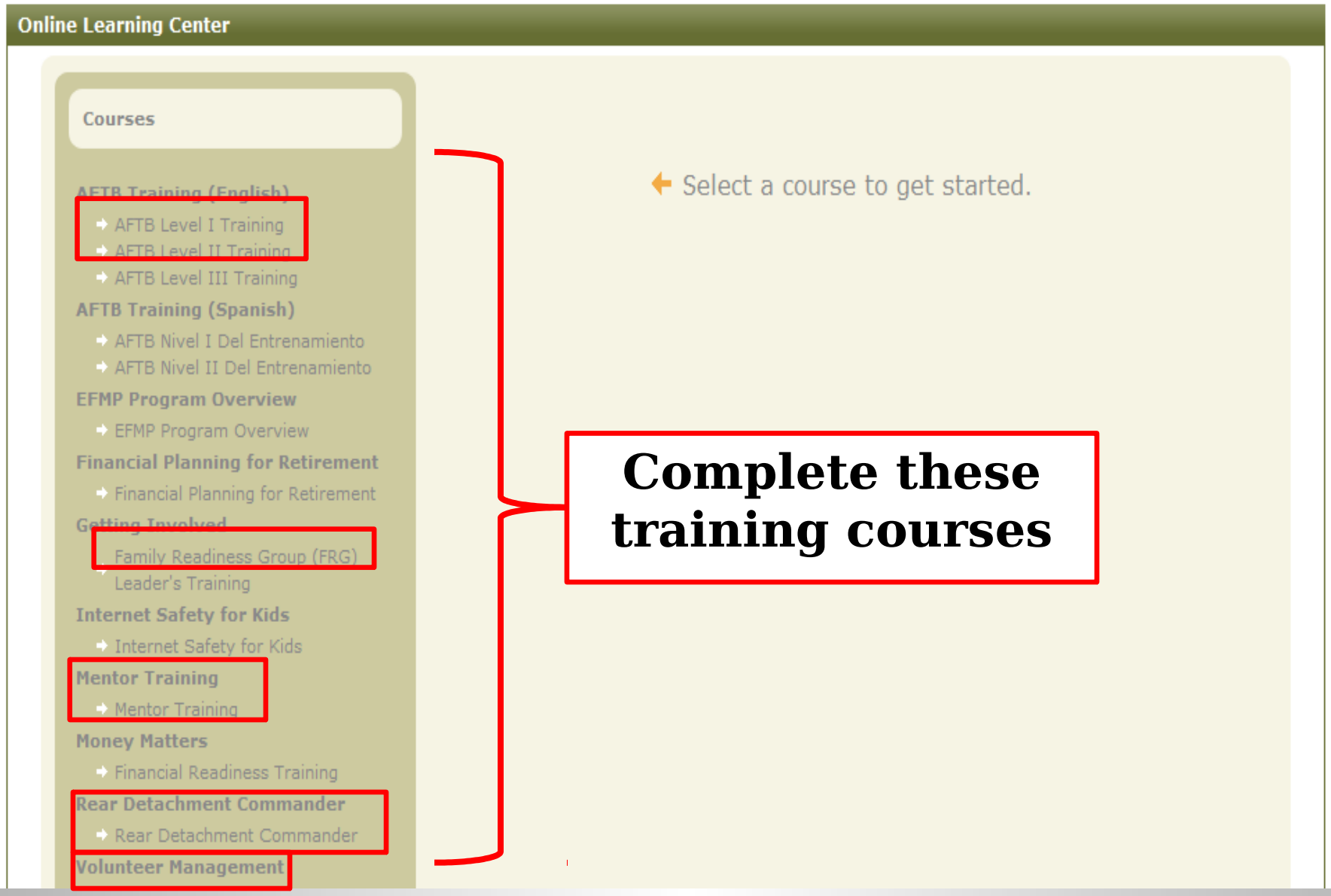
  - **Family Care Plans. Although developing a FCP is not mandatory by regulation, it is highly encouraged**

  - **Family Readiness Support Assistant (FRSA). The FRSA plays a key role in assisting the efforts of Commanders and Family Readiness Group (FRG) volunteer leaders in their support of Soldiers and their Families**

  - **Army Family Action Plan (AFAP). AFAP issues can be submitted online. It is important to have close coordination with ACS for detailed information**

FRL Online Training Snapshot

FRL Online Training Requirement Snapshot



Summary

- **Family Readiness is a commander's program. Family Readiness is an integral part of the military for both active and reserve components. Active duty installations have Army Community Services (ACS) which provide programs and resources to military members living on their installation. The National Guard has Family Program Offices located in each state, district, and territory within the United States. The Army Reserve provides services through Fort Family Outreach and Support Center (web-based). Fort Family is the place to obtain relevant information and responsive support for Army Reserve Soldiers and Families**

- **Family Readiness Liaisons (FRLs) are a military resource and serve as point of contact for Brigade's Family Readiness Programs. This responsibility include working with FRG leadership and volunteers. Selecting the right FRL for the job is important. It is also advised to involve FRG leaders and senior FRG advisers in the selection process. FRLs are appointed, in writing, by the commander. FRLs need to consult a SJA representative in regard to fundraising activities and managing FRG funds**

- **Training is the key to creating a strong Family Readiness network. The FRL Training is designed to orient and guide our team members in their roles, responsibilities and operating components of their Family readiness program. Training is available both online and in a classroom setting**

References and Resources

- **Military One Source, www.militaryonesource.com (24/7 hour services with a live person), 1-800-342-9647**

- **Army One Source, myarmyonesource.com (network of services on-line) (FRL training modules)**

- **HQs First Army, http://www.first.army.mil/content.aspx?ContentID=533 (Family Programs website)**

- **AR 608-1, Army Community Service Center (services available on the Military installation), 13 March 2013**

- **AR 600-20, Army Command Policy (reference appointed assignment of FRL)**

- **AR 608-18, Family Advocacy Program (command desk side briefing within 60 days of assuming command and annual troop education New regulation will change to 90 days)**

- **AR 608-75, Exceptional Family Member Program (services available on Military installations; ACS and Army Hospital)**

- **FORSCOM Family Readiness Executive Order, 17 January 2013 (execution of Family Readiness Program)**

- **Army Family Reserve, www.arfp.org; Fort Family Outreach and Support Center, 1-866-345-8248**

- **National Guard Regulation 600-12/Air National Guard Instruction 36-3009; National Guard Family Program, www.ngbpdc.ngb.army.mil**

QUESTIONS